

HUMAN RESOURCES DELEGATIONS OF AUTHORITY
Scientists Appointed Under Title 42, 209 (f) & (g)

DELEGATIONS OF AUTHORITY As of 5/27/2004	LEVELS OF DELEGATION AUTHORIZED				REDELEGATIO N AUTHORIZED NO; YES-TO WHOM	RESTRICTIONS / COMMENTS	OHR DIVISION RESPONSIBLE
	OPM/OGC/ HHS OFFICIAL	OD NIH OFFICIAL	OHR NIH OFFICIAL	IC OFFICIAL			
ADMINISTRATION OF TITLE 42 SERVICE FELLOWSHIP AUTHORITIES - 209 (f) & (g)							
1. To administer, and modify as needed, the policies and operations of the PHS Act Service Fellowship authorities 209 (f) & (g) in accordance with the law, applicable DHHS regulations, and NIH policy		Dir, NIH			NO	The conditions under which service fellows will hold their fellowships must be prescribed in writing	Client Services Division (CSD)
2. Authority to establish the NIH Compensation Committee (NCC)		Dir, NIH			NO		CSD
3. Authority to adjust Pay Bands, Pay Range and Terciles within the Title 42 Pay Model		Dir, NIH			NO		CSD
APPOINTING AUTHORITY							
1. To effect (process): –appointments, conversions, extensions, and reassignments –suspensions and involuntary separations of personnel; –pay changes and any other personnel actions authorized by law or regulation; –non-discretionary actions		Dir, NIH DDM, NIH	Dir, OHR Dep Dir, OHR Dir, DESB, OHR		NO		CSD
APPOINTMENTS (INITIAL OR CONVERSION FROM ANOTHER PAY SYSTEM) (SEE SELECTIONS ALSO)							
1. To set base salary > \$200,000	OS, HHS				NO	ICs must submit requests for approval through SASE, OHR	CSD
2. To set base salary for all Scientists in the Senior Scientific Leaders Category		Dir, NIH (or designee)			NO		CSD
3. To set base salary and assign placement when scientist does “not fit” within a categorical pay band		Dir, NIH (or designee)			NO	Requests must be reviewed by the NIH	CSD

DELEGATIONS OF AUTHORITY As of 5/27/2004	LEVELS OF DELEGATION AUTHORIZED				REDELEGATIO N AUTHORIZED NO; YES-TO WHOM	RESTRICTIONS / COMMENTS	OHR DIVISION RESPONSIBLE
	OPM/OGC/ HHS OFFICIAL	OD NIH OFFICIAL	OHR NIH OFFICIAL	IC OFFICIAL			
						Compensation Committee and a recommendation made to the Director, NIH, or designee. ICs must submit requests for approval through SASE, OHR	
4. To set base salary above the applicable pay band in the Title 42 Pay Model		Dir, NIH (or designee)			NO	Requests must be reviewed by the NIH Compensation Committee and a recommendation made to the Director, NIH, or designee. ICs must submit requests for approval through SASE, OHR	CSD
5. To set base salary above EX-I		Dir, NIH (or designee)			NO	Requests must be reviewed by the NIH Compensation Committee and a recommendation made to the Director, NIH, or	CSD

						designee ICs must submit requests for approval through SASE, OHR	
6. To set salary above the first Tercile of the appropriate categorical pay band		Dir, NIHDDM, NIH	Dir, OHR	Dep Dir, NIHIC Dirs	NO	Requests must be reviewed by the IC Standing Committee and a recommendation made to the IC Director	CSD
7. To set salary in the first Tercile of the appropriate categorical pay band		Dir, NIH DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	NO		CSD
AWARDS (MONETARY) - SEE NIH POLICY ON PERFORMANCE MANAGEMENT, DISCIPLINARY ACTIONS AND ADMINISTRATIVE REMOVALS FOR TITLE 42 EMPLOYEES, dated 3/06/01							
1. To grant cash awards based on special acts or services, inventions, and adopted employee suggestions for individuals and groups NTE \$10,000 When total compensation is >\$200,000		Dir, NIH			NO		WRD
2. To grant performance-based cash awards/bonuses based on special acts or services, inventions, and adopted employee suggestions for individuals and groups NTE \$10,000 When total compensation is ≤\$200,000		Dir, NIH DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	NO	ICs may grant performance-based cash awards/bonuses provided the combined total of any performance bonuses and/or cash awards will not exceed 10% of the scientist's base pay within the preceding 52-week period	WRD
AWARDS (NON-MONETARY)							
1. To grant Departmental Honor Awards	Secretary				NO		WRD

2.To approve nominations for all presidential and non-HHS awards officially submitted by the Department on behalf of the NIH	Secretary				NO		WRD
3. To recommend to the Secretary individuals or groups for Presidential, Departmental, or non-HHS award		Dir, NIH			NO		WRD
4. To recommend to the Director, NIH, individuals or groups for Presidential, Departmental, or non-HHS awards		Dir, NIH DDM, NIH	Dir, OHR	Dep Dirs, NIH Assc Dirs, NIH IC Dirs	NO	ICs must submit recommendation s to OHR, NIH for OD, NIH consideration through WRD, OHR	WRD
5. To establish and grant honor awards in accordance with HHS Instruction 451-1, that are in addition to those prescribed Department-wide		Dir, NIH			NO		WRD
6. To recommend to the Director, NIH, the establishment of additional honor awards in accordance with HHS Instruction 451-1		Dir, NIH DDM, NIH	Dir, OHR	Dep Dirs, NIH Assc Dirs, NIH IC Dirs	NO	ICs must submit recommendation s to OHR, NIH for OD, NIH consideration through WRD, OHR	WRD
7. To approve and present the NIH Director's Award		Dir, NIH			NO		WRD
8. To recommend to the Director, NIH, recipients of the NIH Director's Award		Dir, NIH DDM, NIH	Dir, OHR	Dep Dirs, NIH Assc Dirs, NIH IC Dirs	NO	ICs must submit recommendation s to OHR, NIH for OD, NIH consideration through WRD, OHR	WRD
9. To approve and present the NIH Merit Award		Dir, NIH DDM, NIH	Dir, OHR	Dep Dirs, NIH Assc Dirs, NIH IC Dirs	NO		WRD
10. To grant the 50-year length-of-service award	Secretary				NO		WRD
11. To grant length-of-service recognition for less than 50 years of service		Dir, NIH DDM, NIH	Dir, OHR	Dep Dirs, NIH Assc Dirs, NIH IC Dirs	YES TO: Officials with		WRD

					sufficient knowledge and expertise to exercise the authority in accordance with law, regulation, and written policy		
12. To sign retirement certificates		Dir, NIH DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	NO		WRD
COMPARABILITY INCREASES							
1. To approve across-the-board comparability increases		Dir, NIH			NO		CSD
CONVERSIONS OF APPOINTMENTS (RENEWAL OF AN EXISTING OR CHANGE TO ANOTHER TITLE 42 APPOINTMENT)							
1. To approve conversions of appointments When base salary is > \$200,000 and when there is an increase in base pay	OS, HHS				NO	ICs must submit requests for approval through SASE, OHR	CSD
2. To approve conversions of appointments with no change in base pay or band		Dir, NIH DDIR, NIH DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	NO		CSD
3. To approve conversions of appointments beyond the initial appointment, of up to 6 years for Investigator (Research) and of up to 8 years for Investigators (Clinical or Epidemiology) With no change in base pay or band		Dir, NIH DDIR, NIH DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	YES TO: IC Sci Dirs IC Lab/Br Chiefs PROVIDED The IC Director retains accountability		CSD
4. To approve conversions of appointments beyond the 6/8 year limit for Investigators (see #2 above) in certain circumstances, NTE 10 calendar years With no change in base pay or band		Dir, NIH DDIR, NIH DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	YES TO: IC Sci Dirs IC Lab/Br Chiefs PROVIDED	Appointments beyond the normal 6/8 year limit may be adjusted as follows: (1)	CSD

					The IC Director retains accountability	stopped for a total period of up to 1 year cumulative to accommodate extended family or sick leave (paid or unpaid); (2) to permit part-time employment because of personal or family responsibilities. The adjustment in the Tenure Track "clock" will be proportionate to the reduction made in working hours. In no case may adjustments in the Tenure Track "clock" be made after the fact or exceed 10 years including any cumulative periods of absence or part-time schedules.	
5. To approve conversions of appointments for Senior Scientists, Senior Clinicians, and Staff Scientists With no change in base pay or band		Dir, NIH DDIR, NIH DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	YES TO: IC Sci Dirs PROVIDED The IC Director retains accountability		CSD
6. To approve conversions of appointments for Staff Scientists (Clinical)		Dir, NIH	Dir, OHR	Dep Dir, NIH	NO	All cases must reflect the	CSD

or Staff Clinicians With no change in base pay or band		DDIR, NIH ADCR, NIH DDM, NIH		IC Dirs IC Sci Dirs IC Clin Dirs PROVIDED The IC Director retains accountability		approval of IC Dir, IC Sci Dir, and IC Clin Dir	
7. To approve conversions of appointments for Research Fellows and Clinical Fellows beyond 8 years, (on a year to year basis) With no change in base pay or band		Dir, NIH DDIR, NIH Exec. Dir., OIR Sr. Adv. OIR Asst. Dir., OIR			NO	ICs must submit requests for approval through SASE, OHR	CSD
8. To approve conversions of appointments for Research Fellows and Clinical Fellows beyond 5 years NTE 8 years With no change in base pay or band		Dir, NIH DDIR, NIH DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	YES TO: IC Sci Dirs PROVIDED The IC Director retains accountability	It is the general policy of the NIH that postdoctoral fellows should not remain at the NIH for more than five years. If an IC wishes to retain a fellow beyond five years, a justification must accompany the requested appointment that articulates the proposed career course; defines an overriding programmatic need for the individual to stay beyond five years, with a	CSD

						<p>specified termination date; and gives the mechanism selected to retain the scientist. A copy of the justification must be provided to the employee and to the DDIR, NIH.</p> <p>(Adjustments in the duration clock are also applicable - see #3 for general guidance)</p>	
<p>9. To approve conversions of appointments for Research Fellows and Clinical Fellows beyond the initial appointment NTE 5 years</p> <p>With no change in base pay or band</p>		<p>Dir, NIH</p> <p>DDIR, NIH</p> <p>DDM, NIH</p>	Dir, OHR	<p>Dep Dir, NIH</p> <p>IC Dirs</p>	<p>YES TO:</p> <p>IC Sci Dirs</p> <p>IC Lab/Br Chiefs</p> <p>PROVIDED</p> <p>The IC Director retains accountability</p>		CSD
EXTENSIONS							
<p>1. To approve extensions of appointments</p> <p>With no change in base pay</p>		<p>Dir, NIH</p> <p>DDIR, NIH</p> <p>DDER, NIH</p> <p>NIHDDM, NIH</p>	Dir, OHR	<p>Dep Dir, NIH</p> <p>IC Dirs</p>	<p>YES TO:</p> <p>IC Sci Dirs</p> <p>IC Lab/Br Chiefs</p> <p>Directors of Extramural Programs</p>		CSD
LEAVE, EXCUSE ABSENCE, AND RESTORE ANNUAL LEAVE							
<p>1. To grant annual and sick leave, and other types of paid leave authorized by law, regulation, or policy</p>		<p>Dir, NIH</p> <p>DDM, NIH</p>	Dir, OHR	<p>Dep Dirs, NIH</p> <p>Assc Dirs, NIH</p> <p>IC Dirs</p>	<p>YES TO:</p> <p>Officials with sufficient</p>	<p>Refer to the NIH Leave Guide for Civilian Employees on</p>	WRD

					knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy	the OHR web site for additional information	
2. To approve the advance of annual and sick leave to the extent permitted by law, regulation, or policy		Dir, NIH DDM, NIH	Dir, OHR	Dep Dirs, NIH Assc Dirs, NIH IC Dirs	YES TO: Officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy	Refer to the NIH Leave Guide for Civilian Employees on the OHR web site for additional information	WRD
3. To approve leave without pay or charge employees with absence without leave		Dir, NIH DDM, NIH	Dir, OHR	Dep Dirs, NIH Assc Dirs, NIH IC Dirs	YES TO: Officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy	Refer to the NIH Leave Guide for Civilian Employees on the OHR web site for additional information	WRD
4. To excuse absence without charge to leave		Dir, NIH DDM, NIH	Dir, OHR	Dep Dirs, NIH Assc Dirs, NIH IC Dirs	YES TO: Officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy		WRD
5. To make the determination that conditions exist which permit restoration of annual leave (administrative error, exigency of public business, illness of		Dir, NIH DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	YES TO: Officials with sufficient	An official to whom this authority is delegated or re-	WRD

employee					knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy	delegated may not exercise the authority if he/she is in the immediate organizational unit affected by the exigency or his/her leave would be affected by the decision. In such cases, authorities shall be exercised by the next higher official who has been delegated the authority and is not disqualified for the above reasons	
6. To temporarily close NIH work places and approve early dismissal of NIH employees in administrative situations		Dir, NIH DDM, NIH (campus)	Dir, OHR	On-site manager (off-campus NIH leased/owned facilities)	NO	For off-campus facilities, this authority is delegated to the on-site manager of the IC employing the largest number of employees as designated by the Division of Space and Facility Management, NIH	WRD
7. To temporarily close NIH work places and approve early dismissal of NIH employees in the event of inclement weather	USOPM				NO		WRD
OATHS OF OFFICE							
1. To administer oaths of office to		Dir, NIH	Dir, OHR	Dep Dirs, NIH	YES TO:		CSD

employees upon entry on duty		DDM, NIH		Assc Dirs, NIH IC Dirs Secretaries of National Advisory Councils, Panels, or Boards, and Committee Management Officers	IC EOs Foreign Program Assistants, FIC DHRO Staff		
PERFORMANCE-BASED ANNUAL ADJUSTMENTS - SEE NIH TITLE 42 PAY MODEL							
1. To grant annual adjustments to scientists in the Senior Scientific Leaders Category; - To grant an annual adjustment off cycle (other than the Spring); - To grant an annual adjustment that exceeds the pay band; - To grant an annual adjustment that for the first time exceeds EX-I; - To grant an annual adjustment that results in movement from one band to another band		Dir, NIH (or designee)			NO	ICs must submit requests through SASE, OHR	CSD
2. To grant annual pay adjustments NTE 5% in Intramural (Basic or Clinical) and Extramural Categories, Band I; - To grant annual adjustments NTE 2 percent in Intramural (Basic or Clinical) and Extramural, Bands II - IV'; - To grant quadrennial pay adjustments		Dir, NIH DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	NO	Authorities must be exercised in accordance with the Title 42 Pay Model including (1) assuring that scientists meet band and tercile criteria and (2) review by the IC Standing Committee when required; review by the Board of Scientific Counselors or other OIR requirements as	CSD

						described in the Pay Model Within each IC, and excluding Band I and quadrennials, the standard annual adjustment for these scientists may average no more than 1 percent	
PERFORMANCE BONUSES - SEE NIH POLICY ON PERFORMANCE MANAGEMENT, DISCIPLINARY ACTIONS AND ADMINISTRATIVE REMOVALS FOR TITLE 42 EMPLOYEES, dated 3/06/01							
1. To approve annual performance bonuses that cause total compensation to exceed \$200,000		Dir, NIH (or designee)			NO	ICs must submit requests for approval through WRD, OHR	CSD
2. To approve annual performance bonuses > 10% NTE 20% of base pay		Dir, NIH (or designee)			NO		WRD
3. To approve annual performance bonuses ≤ 10% of base salary When total compensation is: ≤ \$200,000		Dir, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	YES TO: Officials with sufficient knowledge to exercise this authority with law, regulation, and written policy PROVIDED The IC Director retains accountability	ICs may grant performance bonuses provided the combined total of any performance bonus and/or cash awards will not exceed 10% of the scientist's base pay within the preceding 52-week period ICs must submit requests for approval through WRD	WRD

[illegible]

years depending upon the position, duties, and responsibilities of the position		DDM, NIH		IC Dirs		<p>establish probationary positions of like duration for positions with like duties and responsibilities</p> <p>Employees who convert to Title 42 from another NIH appointment are NOT subject to serving a probationary period if they have completed a probationary period under the previous appointment</p>	
2. To terminate the appointment of an employee serving a trial period		Dir, NIH DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	YES TO: 1 st level supervisors	Termination of an appointment must be done in writing	WRD
REASSIGNMENTS							
1. To approve reassignments with no change in total compensation or band		Dir, NIH DDIR, NIH DDER, NIH DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	YES TO: IC Sci Dirs IC Lab/Br Chiefs Directors of IC Extramural Programs		CSD
2. To approve a reassignment from Title 42 209(g) to Title 42 (209(f) With no change in total compensation or band		Dir, NIH DDIR, NIH DDER, NIH DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	YES TO: IC Sci Dirs IC Lab/Br Chiefs Directors of IC Extramural Programs		CSD
RECRUITMENT INCENTIVES							
1. To approve individual recruitment incentives of up to 25 percent of base pay when necessary:		Dir, NIH (or designee)		NO		Requests must be reviewed by the NCC and	CSD

<p>- to attract physicians and scientists who otherwise would not come to the NIH- to relocate an NIH physician or scientist who is appointed without a break in service to a position in a different commuting area or whose duty station is changed permanently or temporarily to a different commuting area</p> <p>When the incentive causes total compensation to exceed EX-I</p>						<p>approved by the Director, NIH or designee</p> <p>ICs must submit requests for approval through SPT, OHR</p>	
<p>2. To approve individual recruitment incentives of up to 25 percent of base pay when necessary:</p> <p>- to attract physicians and scientists who otherwise would not come to the NIH</p> <p>- to relocate an NIH physician or scientist who is appointed without a break in service to a position in a different commuting area or whose duty station is changed permanently or temporarily to a different commuting area</p> <p>When total compensation is at or below EX-I</p>		<p>Dir, NIH (or designee)</p> <p>DDIR, NIH</p> <p>DDER, NIH</p> <p>DDM, NIH</p>	Dir, OHR	<p>Dep Dir, NIH</p> <p>IC Dirs</p>	<p>YES TO:</p> <p>IC Sci Dirs</p> <p>IC Clin Dirs</p> <p>Directors of IC Extramural Programs</p> <p>PROVIDED</p> <p>The IC Director retains accountability</p>		CSD
<p>3. To approve all requests for waivers of repayment of the prorata amount of the recruitment incentive for failure to complete the service agreement, when a waiver is required</p>		<p>Dir, NIH</p> <p>DDM, NIH</p>			NO	<p>ICs must submit requests for approval through SPT, OHR</p>	CSD
REDUCTIONS IN PAY - SEE NIH POLICY ON PERFORMANCE MANAGEMENT, DISCIPLINARY ACTIONS AND ADMINISTRATIVE REMOVALS FOR TITLE 42 EMPLOYEES, dated 3/06/01							
<p>1. To recommend a downward adjustment in pay of up to 20% base salary or \$20,000, whichever is greater, when merited in lieu of removal</p>		<p>Dir, NIH</p> <p>DDM, NIH</p>	Dir, OHR	<p>Dep Dir, NIH</p> <p>IC Dirs</p>	<p>1st level supervisor</p>		WRD
<p>2. To issue a written final decision on a recommended downward adjustment in pay</p>		<p>Dir, NIH</p> <p>DDM, NIH</p>	Dir, OHR	<p>Dep Dir, NIH</p> <p>IC Dirs</p>	<p>YES TO:</p> <p>an official designated by IC Director</p>		WRD

RETENTION INCENTIVES							
1. To retain NIH physicians and scientists who would leave the NIH for any reason, e.g., for more highly compensated appointments in academia or elsewhere in the private sector When the incentive causes total compensation to exceed EX-I		Dir, NIH_(or designee)		NO		ICs must submit requests for approval through SPT, OHR	CSD
2. To retain NIH physicians and scientists who would leave the NIH for any reason, e.g., for more highly compensated appointments in academia or elsewhere in the private sector When total compensation is at or below EX-I		Dir, NIH DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	YES TO: IC Sci Dirs IC Clin Dirs PROVIDED The IC Director retains accountability		CSD
3. To approve re-certification and renewals with no change in the rate of discretionary pay When total compensation is ≤\$200,00 AND there were no conditions on the original approval		Dir, NIH DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	YES TO: Officials with sufficient knowledge to exercise this authority with law, regulation, and written policy PROVIDED The IC Director retains accountability		CSD
SELECTIONS							
1. To approve selections of scientists in the Extramural Program NTE 5 years or for an indefinite period		Dir, NIH DDER, NIH DDM, NIH	Dir, OHR	Directors of IC Extramural Programs	NO	Subject to appropriate salary	CSD
2. To approve the selection of a Senior Investigator (tenured) in the IRP for an indefinite period		Dir, NIH DDIR, NIH			NO	After review and recommendation by the NIH	CSD

						Central Tenure Committee Subject to appropriate approval of salary	
3. To approve the selection of an Investigator (Tenure Track)		Dir, NIH DDIR, NIH DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	YES TO: IC Sci Dirs IC Lab/Br Chiefs PROVIDED The IC Director retains accountability	After a National Search After approval of the "recruitment process" by the DDIR, NIH Subject to appropriate approval of salary	CSD
4. To approve the recruitment process and selection of a Senior Scientist/Senior Clinician - Category 1		Dir, NIH DDIR, NIH			NO	After a National Search After review by the Senior Scientist/Senior Clinician Review Committee Subject to appropriate approval of salary	CSD
5. To approve the selection of Senior Scientist/Senior Clinician - Category 2		Dir, NIH DDIR, NIH			NO	After review by the Senior Scientist/Senior Clinician Review Committee Subject to appropriate approval of salary	CSD
6. To approve the selection of Senior Scientist/Senior Clinician to be appointed		Dir, NIH			NO	After review by the Senior	CSD

under Title 5 in lieu of Title 42		DDIR, NIH				Scientist/Senior Clinician Review Committee Subject to appropriate approval of salary	
7. To approve the selection process and the selection of a recommended Investigator, NTE 2 years		Dir, NIH DDIR, NIH Exec. Dir, OIR Sr. Adv., OIR Asst. Dir., OIR			NO	After a National Search Subject to appropriate approval of salary	CSD
8. To approve the selection of a Staff Scientist to be appointed under Title 5 in lieu of Title 42		Dir, NIH DDIR, NIH Exec. Dir, OIR Sr Adv OIR Asst Dir OIR			NO	Subject to appropriate approval of salary	CSD
9. To approve the selection of more than one Staff Scientist for a Senior Investigator		Dir, NIH DDIR, NIH Exec. Dir., OIR Sr. Adv. OIR Asst. Dir, OIR			NO	National Search required for a facility head Subject to appropriate approval of salary	CSD
10. To approve the selection of more than one Staff Scientist for a Senior Scientist/Senior Clinician		Dir, NIH DDIR, NIH Exec. Dir., OIR Sr. Adv. OIR Asst. Dir, OIR			NO	Subject to appropriate approval of salary	CSD
11. To approve the selection of a Staff Scientist to work under the supervision of		Dir, NIH			NO	Subject to appropriate	CSD

an Investigator NTE 5 years		DDIR, NIH Exec. Dir., OIR Sr. Adv. OIR Asst. Dir, OIR				approval of salary	
12. To approve the selection of a Staff Scientist without a Ph.D. NTE 5 years		Dir, NIH DDIR, NIH Exec. Dir., OIR Sr. Adv. OIR Asst. Dir, OIR			NO	Subject to appropriate approval of salary	CSD
13. To approve the selection of a Staff Scientist (other than exceptions prescribed above) NTE 5 years		Dir, NIH DDIR, NIH DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	YES TO: IC Sci Dirs	National Search required for a facility head Subject to appropriate approval of salary	CSD
14. To approve the selection of a Staff Scientist (Clinical) to be appointed under Title 5 in lieu of Title 42 NTE 5 years		Dir, NIH DDIR, NIH ADCR, NIH			NO	An informational copy of the completed packets must be sent to the ADCR via the Office of Medical Executive Committee	CSD
15. To approve the selection of more than one Staff Scientist (Clinical) for a Senior Investigator		Dir, NIH DDIR, NIH ADCR, NIH			NO	National Search required for a facility head Subject to appropriate approval of salary An informational copy of the completed packets must be	CSD

						sent to the ADCR via the Office of Medical Executive Committee	
16. To approve the selection of more than one Staff Scientist (Clinical) for an Investigator		Dir, NIH DDIR, NIH ADCR, NIH			NO	<p>National Search required for a facility head</p> <p>Subject to appropriate approval of salary</p> <p>An informational copy of the completed packets must be sent to the ADCR via the Office of Medical Executive Committee</p>	CSD
17. To approve the selection of a Staff Scientist (Clinical) who does not have a Ph.D. or equivalent doctoral degree		Dir, NIH DDIR, NIH ADCR, NIH			NO	<p>Applicable degree and/or qualification requirements may be waived only for "Ph.D." positions</p> <p>Subject to appropriate approval of salary</p> <p>An informational copy of the completed packets must be sent to the ADCR via the Office of Medical Executive Committee</p>	CSD
18. To approve the selection of a Staff		Dir, NIH	Dir, OHR	Dep Dir, NIH	NO	All cases must	CSD

Scientist (Clinical -other than exceptions prescribed above) or a Staff Clinician NTE 5 years		DDIR, NIH ADCR, NIH		IC Dirs IC Sci Dirs IC Clin Dirs		reflect the approval of IC Dir, IC Sci Dir, and IC Clin Dir Subject to appropriate approval of salary	
19. To approve the selection of Research Fellows and Clinical Fellows when an exception is required to applicable degree and/or qualification requirements, NTE 3 years		Dir, NIH DDIR, NIH Exec. Dir., OIR Sr. Adv., OIR Asst. Dir., OIR			NO	Applicable degree and/or qualification requirements may be waived only for "Ph.D" positions Subject to appropriate approval of salary	CSD
20. To approve the selection of Research Fellows and Clinical Fellows, NTE 3 years (see "Restrictions/Comments")		Dir, NIH DDIR, NIH DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	YES TO: IC Sci Dirs IC Lab/Br Chiefs	Research Fellows/Clinical Fellows who are recipients of the General Loan Repayment Program must be initially appointed for 3 years Subject to appropriate approval of salary	CSD
21. To approve the selection of Research Fellows and Clinical Fellows, for less than 2 years		Dir, NIH DDIR, NIH DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	YES TO: IC Sci Dirs IC Lab/Br Chiefs	Subject to appropriate approval of salary	CSD
SUSPENSIONS - SEE NIH POLICY ON PERFORMANCE MANAGEMENT, DISCIPLINARY ACTIONS AND ADMINISTRATIVE REMOVALS FOR TITLE 42 EMPLOYEES, dated 3/06/01							
1. To recommend a suspension		Dir, NIH DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	YES TO: Officials with sufficient		WRD

					knowledge to exercise this authority in accordance with law, regulation, and written policy		
2. To issue a written final decision on a recommended suspension		Dir, NIH DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	YES TO: an official designated by IC Director		WRD
TENURE - SEE OIR SOURCEBOOK AND NIH POLICY ON PERFORMANCE MANAGEMENT, DISCIPLINARY ACTIONS AND ADMINISTRATIVE REMOVALS FOR TITLE 42 EMPLOYEES, dated 3/06/01							
1. To tenure a Senior Investigator in the IRP		Dir, NIH DDIR, NIH			NO	After review and recommendation by the NIH Central Tenure Committee	WRD
2. To “de-tenure” a Senior Investigator in the IRP		Dir, NIH DDIR, NIH			NO	De-tenuring is a rare event and only occurs after thorough review by the IC and the NIH Central Tenure Committee	WRD
TERMINATION OF APPOINTMENTS FOR ADMINISTRATIVE REASONS - SEE NIH POLICY ON PERFORMANCE MANAGEMENT, DISCIPLINARY ACTIONS AND ADMINISTRATIVE REMOVALS FOR TITLE 42 EMPLOYEES, dated 3/06/01							
1. To recommend a termination of appointment for administrative reasons, e.g., lack of funds, re-direction of program resources		Dir, NIH DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	YES TO: Officials with sufficient knowledge to exercise this authority in accordance with law, regulation, and written policy.		WRD
2. To issue a written final decision on a recommended termination of appointment for administrative reasons		Dir, NIH DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	YES TO: Officials with sufficient knowledge to		WRD

					exercise this authority in accordance with law, regulation, and written policy. The officials must be one level higher than the proposing official.		
TERMINATION OF APPOINTMENTS FOR CAUSE - SEE NIH POLICY ON PERFORMANCE MANAGEMENT, DISCIPLINARY ACTIONS AND ADMINISTRATIVE REMOVALS FOR TITLE 42 EMPLOYEES, dated 3/06/01							
1. To recommend a termination of appointment for cause, e.g., personal or scientific misconduct		Dir, NIH DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	YES TO: Officials with sufficient knowledge to exercise this authority in accordance with law, regulation, and written policy		WRD
2. To issue a written final decision on a recommended termination of appointment for cause		Dir, NIH DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	YES TO: Officials with sufficient knowledge to exercise this authority in accordance with law, regulation, and written policy. The officials must be one level higher than the proposing official.		WRD
TERMINATION OF APPOINTMENTS FOR UNACCEPTABLE PERFORMANCE - SEE NIH POLICY ON PERFORMANCE MANAGEMENT, DISCIPLINARY ACTIONS AND ADMINISTRATIVE REMOVALS FOR TITLE 42 EMPLOYEES, dated 3/06/01							
1. To recommend a termination of appointment for unacceptable performance		Dir, NIH DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	1 st level supervisor OR an official designated by IC Director		WRD

2. To issue a written final decision on a recommended termination of appointment		Dir, NIH DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	YES TO: One level higher than the proposing official		WRD
TOURS OF DUTY							
1. To approve full-time or part-time, tours of duty for scientists appointed under 209 (g)		Dir, NIH DDIR, NIH DDER, NIH DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	YES TO: Officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy	Adjustments in the "tenure clock" or 5/8 year policy may not be made after-the-fact.	CSD
2. To approve intermittent tours of duty for scientists appointed under 209 (f)		Dir, NIH DDIR, NIH DDER, NIH DDM, NIH		Dep Dir, NIH IC Dirs	YES TO: Officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy	Adjustments in the IRP "tenure clock" or the 5/8 policy may not be made after-the-fact	CSD
TRAVEL - DELEGATIONS OF AUTHORITY ARE ON THE OFFICE OF MANAGEMENT ASSESSMENT (OMA) DELEGATIONS OF AUTHORITY WEB SITE http://www3.od.nih.gov/oma/manualchapters/delegations/travel/t03/ and http://www3.od.nih.gov/oma/manualchapters/delegations/travel/t06/							
VISA STATUS							
1. To approve requests for extensions beyond the NIH J-1 Program limitation for Research Fellows (VP) and Clinical Fellows (VP)		Dir, NIH DDIR, NIH Exec. Dir., OIR Sr. Adv., OIR Asst. Dir., OIR			NO	See the (below) FIC web site for the J-1 Visa Extension Review Committee (JVERC) involvement beyond three years.	CSD

						(http://www.nih.gov/fic/services/ta11.html)	
--	--	--	--	--	--	---	--

PAY-RELATED DEFINITIONS

Salary is the annual rate of basic pay, and locality pay, if any, paid on a regular basis for the position to which the employee is appointed. It does not include additional cash benefits.

Discretionary Pays include Cash Awards and Performance Bonuses; Recruitment and Relocation Bonuses and Retention Allowances (3Rs) or Recruitment and Retention Incentives (2Rs); Physicians Comparability Allowance (PCA); Physicians Special Pay (PSP); Salary Increases Based on Performance; SES Performance Awards; SES Rank Awards, Quality Step Increases

Total compensation means the employee's salary plus **APPLICABLE** discretionary increases - i.e., the employee's total annual rate of earnings from his/her current position.